

CURRICULUM COORDINATOR, BILINGUAL/ESL

Summative Appraisal Form

Name _____ School Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 **Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 **Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 **Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 **Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 **Unsatisfactory:** Performance is consistently unacceptable.
- 0 **Not Applicable**

JOB PERFORMANCE STATEMENTS

Program Management

- ____ 1. Facilitates the development of quality curriculum in accordance with the Department of Curriculum and Instruction.
- ____ 2. Develops and revises bilingual curriculum as needed.
- ____ 3. Ensures effective implementation and articulation of the curriculum.
- ____ 4. Assists teachers to develop and provide bilingual students with appropriate course work through curriculum modification, acceleration, etc.
- ____ 5. Provides ongoing support for the effective use of research-based bilingual/ESL instructional practices through staff development.
- ____ 6. Provides staff development to teachers, aides, teacher assistants, and other staff to increase their knowledge and skills in meeting the needs of bilingual/ESL students.
- ____ 7. Coordinates staff development and collaborative meetings for bilingual self-contained teachers.
- ____ 8. Analyzes and disaggregates assessment data to examine the effectiveness of the curriculum for the purpose of addressing the learning needs of bilingual/ESL students and implements changes based on this data.
- ____ 9. Conducts walk-throughs to monitor and ensure that instruction is effective and rigorous, and provides productive feedback that will assist teachers in improving instruction for the academic advancement of bilingual/ESL students.

- ____10. Analyzes bilingual/ESL student achievement data to identify campus and district instructional needs and arranges/conducts training based on those needs.
- ____11. Provides training and ongoing instructional support to bilingual/ESL teachers and campus instructional personnel using research-based practices that promote the academic growth of the emergent bilingual students.
- ____12. Ensures bilingual/ESL program implementation complies with current state and federal laws and regulations, including LPAC procedures, documentation standards, and TEA guidance.
- ____13. Supports campuses in the implementation of ELPS-aligned instruction and the integration of language objectives.
- ____14. Coordinates Bilingual summer school program (Ready, Set, Learn & Jump Start) and the selection of key personnel, development of curriculum, and attainment of necessary instructional materials and supplies.

COMMENTS:

Consultation

- ____15. Provides instructional resources and materials to support staff in accomplishing program goals.
- ____16. Meets with key personnel of non-academies to determine the data-based needs of teachers and students and provide professional development based on those needs.
- ____17. Works cooperatively with campus administrators and instructional staff in the development and implementation of staff development and instructional services to improve bilingual/ESL student achievement.
- ____18. Secures consultants as needed to assist in building the capacity of bilingual/ESL staff for the purpose of attaining objectives and goals set by the district.
- ____19. Collaborates with Parent/Community Bilingual/ESL Coordinator conduct staff development for parents of bilingual/ESL students as needed.

COMMENTS:

Climate

- ____20. Communicates and promotes high expectation levels of staff and student performance in an enabling, supportive way; provides proper recognition of excellence and achievement.
- ____21. Establishes and maintains an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.
- ____22. Communicates effectively with students, staff, parents and community about the bilingual program's goals, expectations and initiatives.
- ____23. Mediates and facilitates effective resolution of conflicts in a timely fashion.
- ____24. Has a clear sense of the department/district's mission; actively involves all stakeholders in planning and decision-making in order to accomplish the mission.
- ____25. Initiates and supports programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.

- _____26. Establishes a continuous focus on student growth and learning with established timelines for meeting performance objectives.

COMMENTS:

School Improvement

- _____27. Identifies, analyzes, and applies research findings to facilitate improvement in the Bilingual program.
- _____28. Develops, maintains, and utilizes appropriate information systems and records necessary for attainment of the bilingual department's mission.

COMMENTS:

Budget and Inventory

- _____29. Assists with the selection and purchase of supplemental equipment and supplies for the program.

COMMENTS:

Policy, Reports, and Law

- _____30. Compiles, maintains, and files all physical and computerized reports, records, and other documents required.
- _____31. Complies with policies established by federal and state law, State Board of Education rule, and the local board policy.

COMMENTS:

Other

- _____32. Performs other duties assigned by supervisor.
- _____33. Maintains confidentiality of information.

COMMENTS:

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's Signature

Date

Employee's Signature

Date